

**INSTRUCTIONS FOR MICHIGAN FILM PRODUCTION INCENTIVE APPLICATION  
AND ADDITIONAL GUIDELINES**

1. Name of Motion Picture Production company (Applicant). Please include both the production company name and the name of the person who will be signing the Application.
2. Federal Tax ID Number or Michigan Treasury Number. Only Michigan companies will have the latter.
3. Fill in #3 only if different from #1.
4. If "Other", please attach explanation.
5. This name should be that of the actual person filling out the paperwork, not necessarily the Applicant.
6. Note that line 6 must be the same as line 25.
7. This number should include all above and below the line Michigan hires as well as talent.
8. Please enter the address of your Michigan production office. If you have more than one MI office, fill in #9.
9. See #8.
10. The company **MUST** carry general liability insurance in the amount of at least \$1 million.
11. If your choice is "Other", please attach explanation.
12. Please enter the title of the feature film or the television series or the documentary or if a commercial, the client and the working title of the commercial.
13. If any of these positions are not yet filled, please indicate, along with an expected hire date.
14. If the answer is "No", please advise when you expect financing to be complete.
15. If the answer is "No", please advise expected green light date.
16. Michigan preproduction must begin no later than **90 days** from the date of the signing of the approval Agreement. **APPLICATIONS MUST BE SUBMITTED PRIOR TO THE START OF PRODUCTION.**
17. Please enter the best date possible; we understand schedules change.
18. Self-explanatory.
19. If "Yes", please enter a contact name for future verification. If "No", please indicate if any flexibility is possible.
20. Please fill out this section completely.
21. Please fill out this section completely.
22. Please fill out this section completely.
23. Please fill out this section completely.
24. You may attach a separate Michigan budget rather than fill out every category, but be sure the budget includes at least all of these categories when applicable.

25. This figure must be a minimum of \$200,000. Do NOT leave this blank and reference any attachment, a figure must be included here. If your expenditures are less than the estimate, the refund will be on the exact amount spent in Michigan, not on your estimate. If your expenditures are more than the estimate, there will be no increase in the refund.

**NOTE: If this is a cumulative commercial or television series application, please clearly indicate when you submit the first production application. The MFO will keep a running total for the company for the calendar/tax year. The post-production paperwork can be submitted once the threshold has been reached or exceeded in that tax year. Please contact the MFO with any questions.**

26. This figure should indicate the entire budget, not just the Michigan budget.
27. This figure is based on the sliding scale for the Michigan incentive. If you plan to spend between \$200,000 and \$1 million, the amount will be 12% of the expenditures. Between \$1 million and \$5 million, the amount will be 16% of the expenditures. Between \$5 million and \$10 million, the amount will be 20% of the expenditures.
28. This line will refer only to those companies with multiple projects in Michigan in the same fiscal year.
29. Please read this section carefully to protect yourself.

Please be sure to include the appropriate documentation. See the Applicant Checklist, page 4 of the Application. Thank you.

**Additional Guidelines:**

The Michigan Incentive law covers feature films, television, commercials and documentaries. It specifically does NOT cover the following:

- (i) Televised news or current event programs
- (ii) Live sporting events
- (iii) Political advertising
- (iv) Radio programs
- (v) Weather shows
- (vi) Financial market reports
- (vii) Talk shows
- (viii) Game shows
- (ix) Product or service marketing
- (x) Awards shows or other events

In determining whether to enter into an agreement, the film office and the state treasurer shall consider all of the following:

- (i) The likelihood that in the absence of the incentive, filming will take place in a location other than Michigan
- (ii) The extent to which the filming may have in promoting Michigan as a tourist destination
- (iii) The company's record in completing commitments.

Please keep these guidelines in mind when you apply for the incentive.

If you have questions not addressed in the Instructions, please call the Film Office at 517.373-0638 or 1.800.477-3456 or email [jlockwood@mi.gov](mailto:jlockwood@mi.gov).